

LIAISON MEMORANDUM NUMBER 08-14

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

RE: Enrollment and Member Demographic Updates

Date: August 26, 2008

The State of Louisiana Retirement Information System (SOLARIS) Employer Self-Service (ESS) interface has been processing enrollments and demographic updates smoothly since its March 2008 implementation from the ISIS Weekly HR files, the Non-ISIS Monthly Contribution files, and Employer Self -Service Enrollment and Maintenance.

Effective immediately, the following enrollment and address reporting changes will be implemented:

Enrollment

- ISIS Paid agencies:
 - The agency must submit enrollment information to LASERS through ISIS Weekly (HR file).
 - If your agency submits Form 1-01 (*Membership Registration*) to LASERS, it will be returned to the agency.
- Non-ISIS agencies submitting Monthly Contribution files:
 - The agency must submit enrollment information to LASERS through Monthly Contribution (FTP files).
 - If your agency submits Form 1-01 (*Membership Registration*) to LASERS, it will be returned to the agency.

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- Non-ISIS, Non-FTP (Manual/Paper) reporting agencies:
 - The agency must enter enrollment information through Employer Self-Service, Member Enrollment link on the LASERS website.
 - If the agency submits Form 1-01 (*Membership Registration*) to LASERS, it will be returned to the agency for processing through Employer Self -Service, Member Enrollment.

Address Changes

The procedures are for the following LASERS members:

- **Actives;**
- **Rehired retirees;**
- **DROP Participants;**
- **Members who retired within the last six months; and**
- **Employees who have recently terminated and have applied for a refund.**
- ISIS Paid agencies:
 - The agency must submit address information to LASERS through ISIS Weekly (HR file).
 - If Form 1-02 (*Change of Address*) is submitted to LASERS, it will be returned to the member with instructions to change their address through the employing agency.
- Non-ISIS agencies who submit Monthly Contribution files:
 - The agency must submit address information to LASERS through Monthly Contribution (FTP files).
 - If Form 1-02 (*Change of Address*) is submitted to LASERS, it will be returned to the member with instructions to change their address through the employing agency.
- Non-ISIS, Non-FTP (Manual/Paper) reporting agencies:
 - The agency must enter address information through Employer Self-Service, Member Maintenance link on LASERS website.
 - If Form 1-02 (*Change of Address*) is submitted to LASERS, it will be returned to the member with instructions to change their address through the employing agency.

Retirees may change their address via the LASERS website, or by using Form 1-02 (*Change of Address*).

If you have any concerns or questions regarding SOLARIS and ESS, you may submit your questions through Ask LASERS at ASKLASERS@lasersonline.org. Thank you for the support you have given LASERS during our transition to SOLARIS.